

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**OFFICE MACHINES REPAIRER**

**JOB DESCRIPTION**

Employees in this job overhaul, repair, service, and test manual and electronic office machines.

There is one classification in this job.

**Position Code Title – Office Machines Repairer**

Office Machines Repairer E9

This is the experienced level. The employee performs a full range of service and repair work on a variety of office machines. Independent judgement is used to make decisions requiring the application of procedures and practices to specific work situations.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Repairs and services office machines, such as adding, accounting, and calculating machines and typewriters, using hand tools, power tools, micrometers, and welding equipment.

Disassembles machine and examines parts, such as gears, guides, rollers, and pinions for wear and defects using micrometers.

Repairs, adjusts or replaces parts, using hand tools, power tools, and soldering and welding equipment.

Operates machines to test moving parts and to listen to sounds of machines to locate causes of trouble.

Cleans and oils moving parts; removes parts that may become damaged from cleaning solvents.

Inspects machines periodically to assess maintenance needs.

Assembles new machines.

## **OFFICE MACHINES REPAIRER**

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Performs indicated maintenance on location or in the repair shop using a variety of hand and power tools.

Travels throughout the state to pick up, deliver, and maintain machines.

Advises employees in the operation and care of machines; explains safety precautions.

Prepares records and reports associated with the work.

Orders parts and cleaning supplies for equipment.

Performs related work appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Considerable knowledge of the operation and maintenance of a variety of office machines.

Considerable knowledge of standard practices, hand tools, and equipment used in the maintenance of office machines, such as the bench grinder, power drill, buffer, polisher, band saw, welder, micrometer, and soldering tools.

Considerable knowledge of safety precautions appropriate to the work.

Ability to work from specifications and repair manuals.

Ability to follow instructions.

Ability to prepare records and reports.

Ability to communicate effectively.

#### **Working Conditions**

None.

#### **Physical Requirements**

The job duties require an employee to move heavy objects.

The job duties require an employee to bend for extended periods.

#### **Education**

Educational level typically acquired through completion of high school.

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### **Experience**

Four years of experience in the repair and maintenance of a variety of office machines such as addressing, embossing, and reproduction machines, calculators, adding machines, electric typewriters, and cash registers.

### **Alternate Education and Experience**

Completion of a recognized program in vocational training in the repair of office equipment may substitute for two years of experience.

### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

OFFMACRPR

### **Job Code Description**

Office Machines Repairer

### **Position Title**

Office Machines Repairer

### **Position Code**

OFFMCRPR

### **Pay Schedule**

A31-010

ECP Group 1  
Revised 12/11/00  
VEP/VLWT/RA/CP